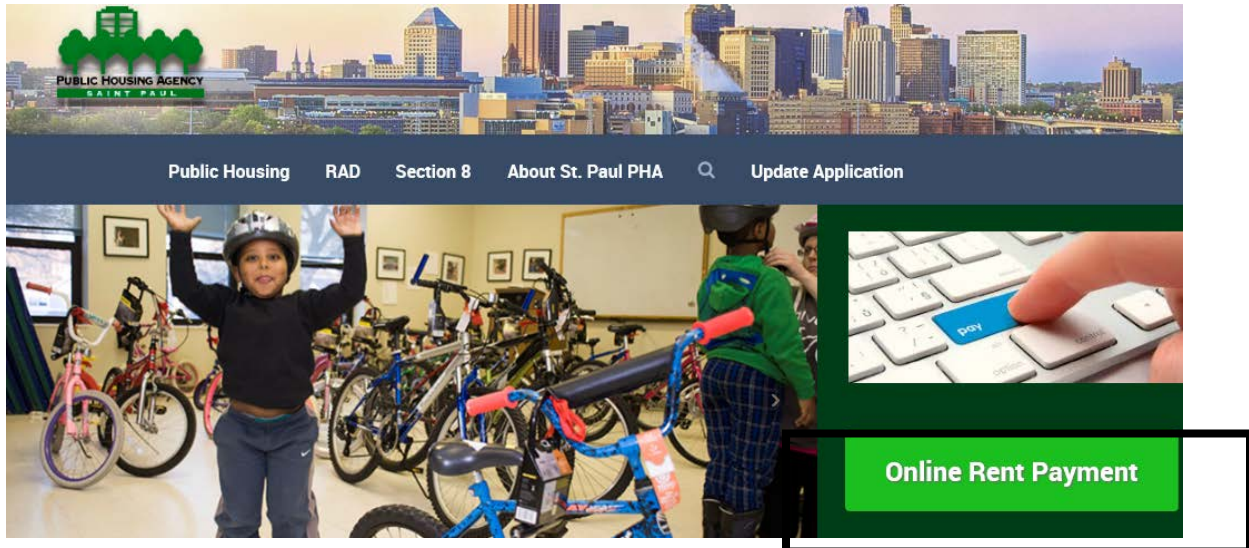


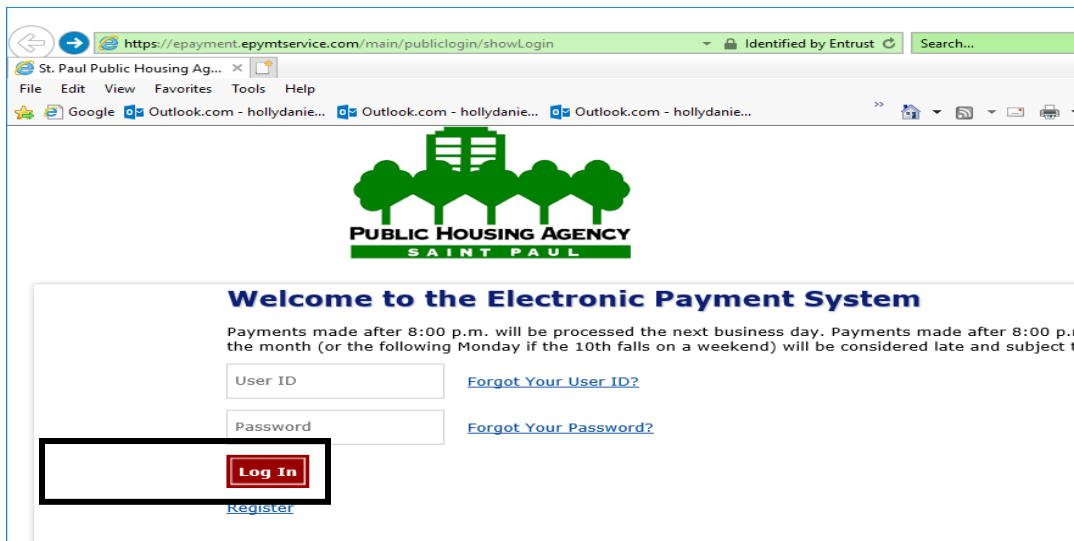
To make a payment after an account has been created– ONE TIME card payment

Go to: www.stpha.org

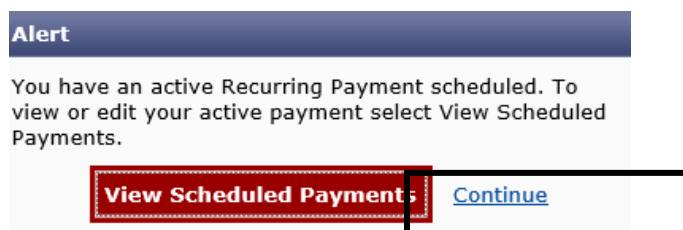
- 1) Click once on “Online Rent Payment “



- 2) Enter User ID and Password (User ID and Passwords are case sensitive and **CANNOT** be reset by the PHA or US Bank)
- 3) Click once on “Log In”



***NOTE: (If a payment has been made in the last 14 days an alert will appear, click “continue”)



- 4) To make a payment (screen shots next page)
 - a. Under Rental Payment
 - i. Enter account number from statement (from upper right hand corner of statement) must be an eight digit number (enter leading zeros)
 - b. Under Payment Information
 - i. Frequency Amount – (drop down) - Select “one time”
 - ii. Enter payment amount
 - iii. Payment date defaults to “pay now” (this cannot be changed)
 - c. Under Payment Method
 - i. “Select payment method”
 - ii. Select “credit/debit card”
 - iii. Enter credit/debit card # without spaces or dashes (visa, master, or discover cards only) (once a card # has been entered, future use of this card will auto populate when selecting such card under “saved payment methods”, you will need to enter the Card security code again)
 - iv. Enter expiration Date: Month and Year
 - v. Enter Card Security Code (3 digit # on the back of the card)
 - vi. Verify card billing information (correct if needed) (pre-populated with information entered at registration)
 - vii. Check “save this payment account for future use” if you want to use for future payments not currently under recurring payments.
 - viii. Verify email address (pre-populated with email entered at registration)

NOTE: if there is account information (savings/checking/card) already saved under your login you will have “Saved Payment Methods” as an option instead of “Select Payment Method”

- Select Payment method (all saved accounts will show up in the drop down) you wish to use

- d. If new payment information needs to be entered hit “use a new payment account” follow the steps to create another payment account

Make a Payment

To ensure proper credit to your account, PLEASE USE THE 8 DIGIT ACCOUNT NUMBER ON THE TOP RIGHT OF YOUR STATEMENT.

Rental Payment

a **Account Number** 00002222

Payment Information

b **Frequency** One Time
Payment Amount 2000
Payment Date Pay Now

Payment Method

c **Saved Payment Methods** Select [Use a new payment account](#) d
Payment Method Credit/Debit Card
Card Number
Expiration Date Month Year
Card Security Code
Card Billing Address Use my profile information
555 Wabasha N
St Paul, MN 55102
 Use a different address
 Save this payment account for future use
Email Address holly.gray@stpha.org

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Continue [Cancel](#)

5) Click once on “Continue” –

***NOTE: if a payment has been made within the last 14 days an alert message will pop up stating so, click once on “continue payment” if the payment truly needs to be made

Alert

A similar payment was initiated within the last 14 days.
Do you wish to proceed with this payment?

Continue Payment [View My Payments](#)

6) Confirm the information – **there will NOT be an option to cancel the payment once the “confirm” button is clicked.** (for using a credit/debit card there is a 3% convenience fee – this will show on the confirmation page)

- a. Click once on “Confirm” (once all information is reviewed and verified – as you will NOT be able to cancel the payment after the confirm button is clicked)

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	St. Paul Public Housing Agency Rental Payment http://stpha.org/
Payment Amount	\$2,000.00
Convenience Fee	\$60.00
Total Amount	\$2,060.00
Payment Date	12/05/2019
Account Number	00002222

Payment Method

Payer Name	Holly Gray
Card Number	*1117
Expiration Date	Feb-2032
Card Type	Discover
Confirmation Email	holly.gray@stpha.org

Billing Address

Address 1	555 Wabasha N
City	St Paul
State	MN
Zip Code	55102

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

<input type="button" value="Confirm"/>	<input type="button" value="Back"/>
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7) A confirmation screen will pop up – and an email confirmation will also be sent

Confirmation

Payments made after 8:00 p.m. will be processed the next business day. Payments made after 8:00 p.m. on the 10th day of the month (or the following the 10th falls on a weekend) will be considered late and subject to applicable late fees.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **PHATS2000068755**

Payment Details

Description	St. Paul Public Housing Agency Rental Payment http://stpha.org/
Payment Amount	\$2,000.00
Convenience Fee	\$60.00
Total Amount	\$2,060.00
Payment Date	12/05/2019
Status	PROCESSED
Account Number	00002222

Payment Method

Payer Name	Holly Gray
Card Number	*1117
Card Type	Discover
Confirmation Email	holly.gray@stpha.org

Billing Address

Address 1	555 Wabasha N
City	St Paul
State	MN
Zip Code	55102

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[Customer Service](#) | [Help](#) | [Privacy Policy](#)

Additional notes:

- **For a one time payment with a card, you WILL NOT be able to CANCEL the payment.**
- **When making a “one time payment”, with savings/checking if you cancel the payment you will need to exit the system and reenter to make a new payment. If you don't log off and back in, the “frequency method” will automatically be set to recurring. Neither, PHA nor US BANK, can reset the “frequency method”, this can only be completed by the user.**